



# How to Set Up Okta!

In order to provide state-of-the-art data protection to the university and its students, Southeastern Louisiana University is implementing Okta, a secure authentication platform that enhances account security and streamlines access to university services.

Okta is a user-friendly identity management system that provides a centralized login experience, allowing you to securely access multiple university applications with a single set of credentials. This guide will walk you through the steps to sign up for and log into Okta, ensuring a smooth transition to this enhanced security system.

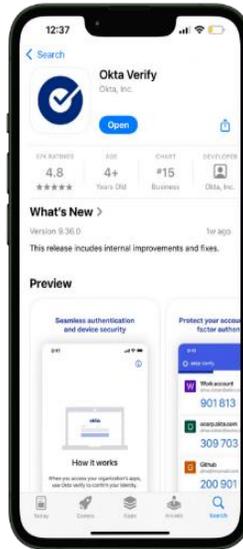
## Overview

There are several parts to the Okta setup. More detailed directions will be given after the overview.

<b>Part</b>	<b>Action</b>	<b>Device</b>
1	Download the Okta Verify app.	On your phone
2	Download the Google Authenticator app.	On your phone
3	Activate your Okta account from the email sent to you.	On your computer
4	Set Up Your First Security Method – Okta Verify	On your computer, you will display a QR code that you will scan with your phone.
5	Enter Your Password	On your computer
6	Set Up Your Second Security Method – Google Authenticator app	On your computer, you will display a QR code that you will scan with your phone.
7	You can access your Okta user portal through this link <a href="https://login.selu.edu">https://login.selu.edu</a> . You can also access the Okta user portal on the Southeastern website under Quick Links.	From your phone or your computer

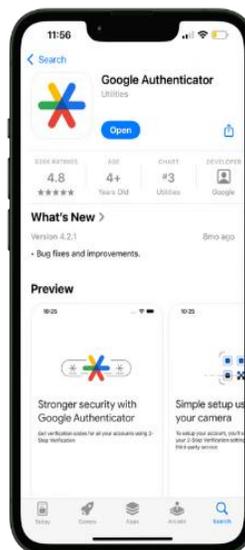
## Part 1: Download Okta Verify

Download the Okta Verify app from your Google Play store (Android) or App store (Apple). Do not set the app up, just download it to your mobile device.



## Part 2: Download Google Authenticator

Download the Google Verification app from your Google Play store (Android) or App store (Apple). Do not set the app up, just download it to your mobile device.



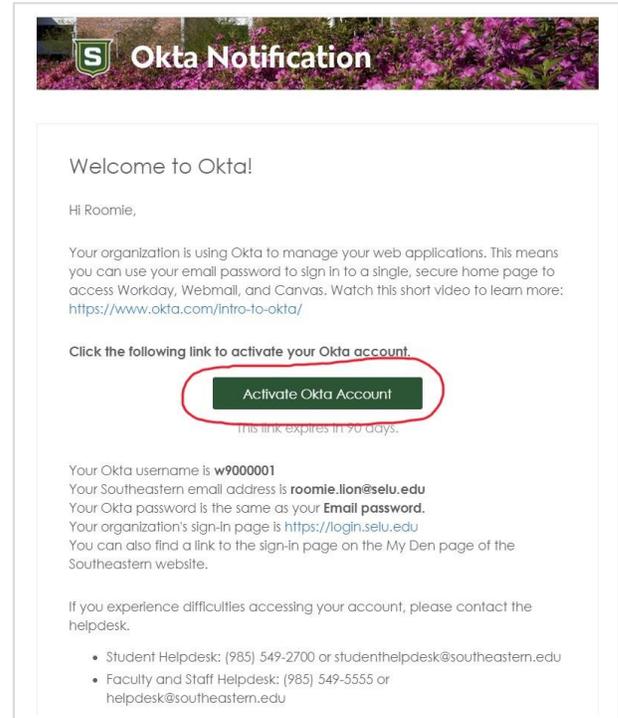
## Part 3: Activate your Okta account

Activate your Okta account: **From your computer, not your mobile device**, look for the email sent to you. You will find this email in your Southeastern email as well as your personal email.

- Locate the *Welcome to Okta* email that contains your activation link.
- Click “Activate Okta Account” to activate your account.
- If you do not see the email present in your inbox, please contact the Help Desk for further assistance.

Student Help Desk – (985) 549.2700  
[studenthelpdesk@southeastern.edu](mailto:studenthelpdesk@southeastern.edu)

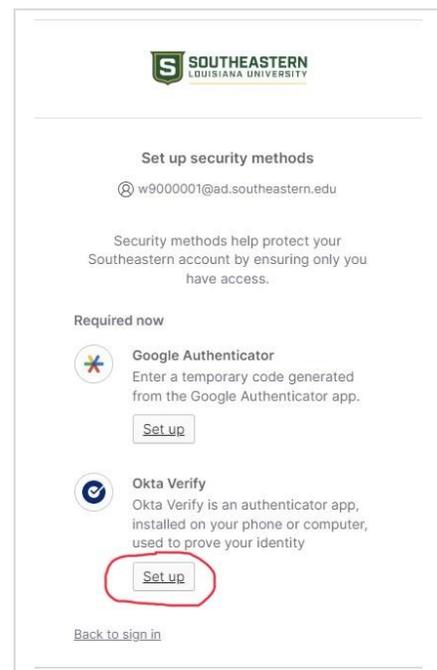
Faculty Help Desk – (985) 549.5555  
[helpdesk@southeastern.edu](mailto:helpdesk@southeastern.edu)



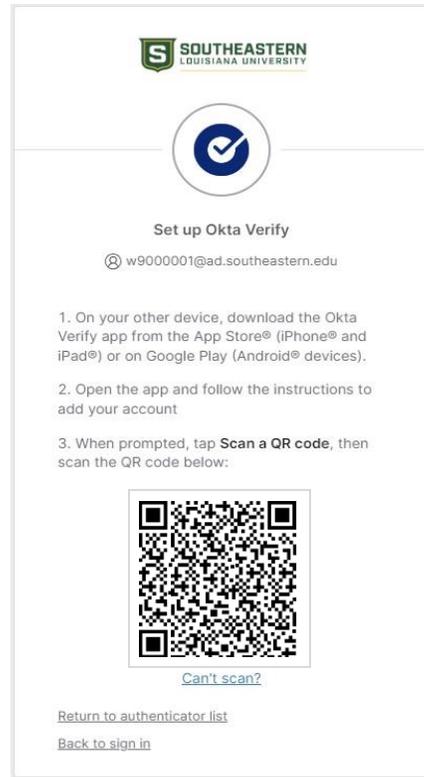
## Part 4: Set up Okta Verify

Set up your security methods – On your computer, you will see the screen below with options to set up Google Authenticator and Okta Verify.

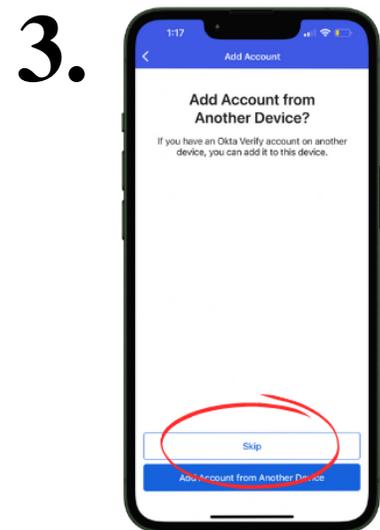
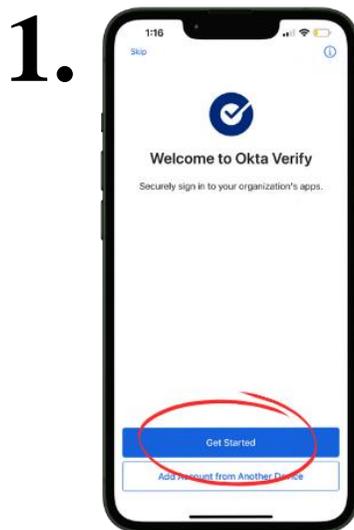
- Start with setting up the Okta Verify app. Click “Set up”.



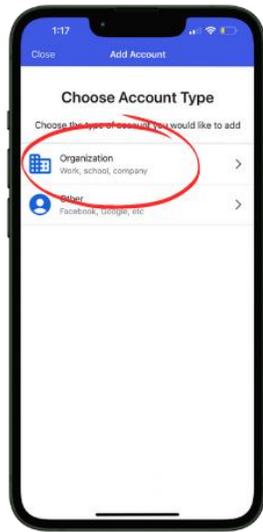
- On your computer, you will see this screen.



- Using your phone, open the Okta Verify app and navigate to where you can scan the QR code. Different phones with various versions of operating systems will have a workflow similar to, but **not identical** to the steps below.



4.



5.



- Using your phone, scan the QR code on your computer screen.

6.

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**Set up Okta Verify**

@ w9000001@ad.southeastern.edu

1. On your other device, download the Okta Verify app from the App Store® (iPhone® and iPad®) or on Google Play (Android® devices).
2. Open the app and follow the instructions to add your account.
3. When prompted, tap **Scan a QR code**, then scan the QR code below:



[Can't scan?](#)

[Return to authenticator list](#)

[Back to sign in](#)

7.



After you click “Done” on your phone, look at your computer. Your computer screen will now ask you to log into Okta.

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Verify with your password

w900001@ad.southeastern.edu

Password

Verify

[Forgot password?](#)

[Back to sign in](#)

## Part 5: Enter Your Password

On your computer, enter your email password and click “Verify”.

The screenshot shows the password verification interface. At the top is the Southeastern Louisiana University logo. Below it is a circular icon with a lock and four asterisks. The text reads "Verify with your password" followed by the email address "w900001@ad.southeastern.edu". There is a "Password" input field with a toggle for visibility. A green "Verify" button is highlighted with a red circle. At the bottom, there are links for "Forgot password?" and "Back to sign in".

If you are a new student or faculty member, or simply forgot your password, click “Forgot Password”. Follow the password requirements to generate a Password and click “Reset Password” to continue.

This screenshot is identical to the one above, but the "Forgot password?" link at the bottom is circled in red.

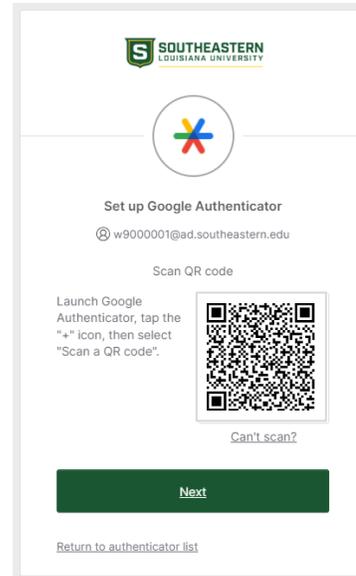
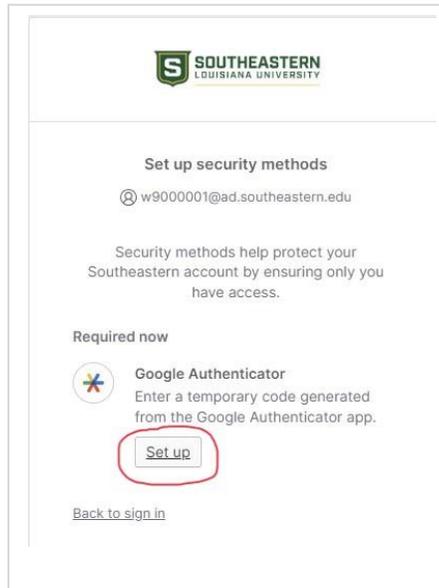
The screenshot shows the "Reset your Southeastern password" page. It displays the email address "w900001@ad.southeastern.edu" and lists the following password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 24 passwords

Below the requirements are two input fields: "New password" and "Re-enter password", each with a visibility toggle. At the bottom, there is a checkbox labeled "Sign me out of all other devices."

## Part 6: Set up Google Authenticator

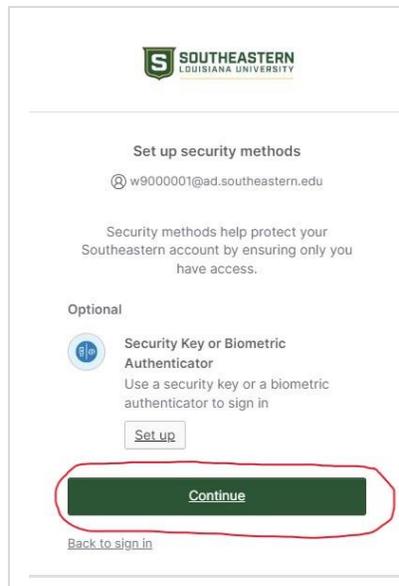
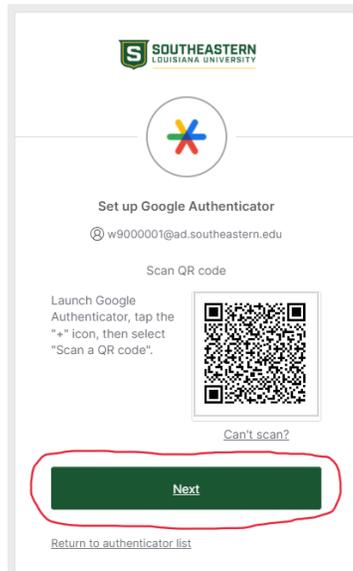
On your computer, click “Set up”. You will then see a page with a QR code.



On your phone, open the Google Authenticator app.

- Click the plus sign at the bottom right of the screen to add an account.
- Click “Scan a QR code”
- Scan the Google Authenticator QR code with your phone.

**On your computer**, click “Next”. You will see the option to set up a Security Key or Biometric Authenticator. We will skip this for now, but you have the option to set this up later.



## Part 7: Okta User Portal

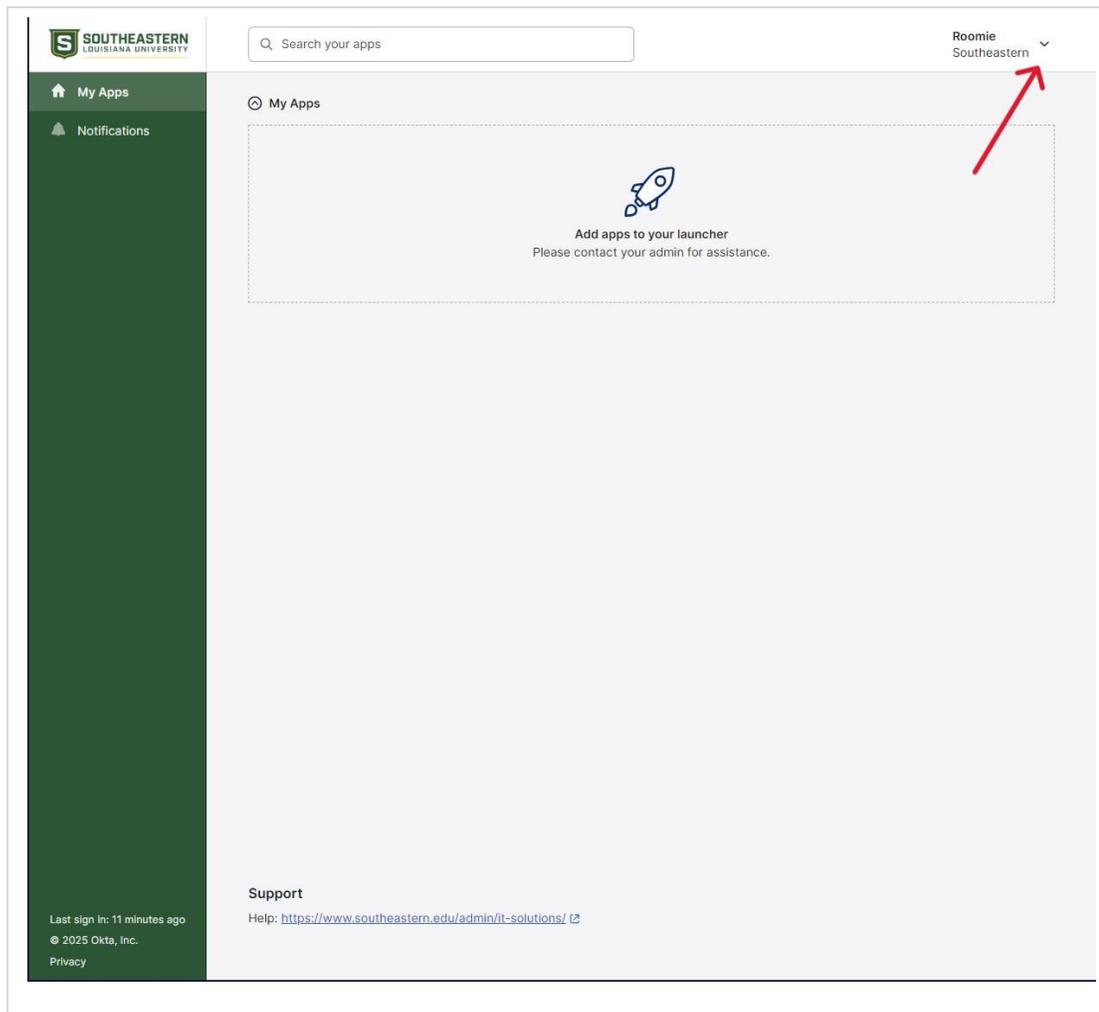
You should now be in the Okta portal. Below is the home page.

In the future, Southeastern Gmail, Workday, Canvas, and your calendar will all be added to the portal. As apps are added to the Okta portal, you will see them on this page and be able to launch the application without the need for further logins.

During Phase I of the Okta implementation, Okta will replace the current Password Reset system.

### To Reset Your Password:

- Click the down arrow indicated
- Click **Settings**



From the settings screen you will have the option to reset your password and choose other verification options.

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Search your apps

Roomie  
Southeastern

### Account

#### Personal Information

First name: Roomie  
Last name: Lion  
Okta username: w900001@ad.southeastern.edu  
Primary email: roomie.lion@selu.edu  
Secondary email: shannonsclortino@yahoo.com  
Mobile phone:  
seluWorkdayID: w900001  
seluAffiliation: [STUDENT]

#### Change Password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 24 password(s)

Current password:   
New password:   
Confirm new password:

Sign me out of all other devices. [Learn more.](#)

Change Password

#### Display Language

Language: English  
Your default language has been automatically set by your browser. To change your language please edit and save your desired display language.

#### Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify: Set up another  
moto g stylus: Remove

Security Key or Biometric Authenticator: Set up

Google Authenticator: Remove

Last sign in: 9 minutes ago  
© 2025 Okta, Inc.  
Privacy

**Okta is available from the Southeastern homescreen, under Quick Links.**